



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

## 2011-2012 SES Provider Application Questions and Answers #4 *January 21, 2011*

### Question #1

Our business name on our Indiana business license is our incorporated name and doesn't show a "dba". However, we have a certificate of assumed name with our "dba" from the state we were incorporated. Could I submit our license plus this certificate of assumed name in order to conduct business under our "dba"?

### Answer #1

In this case, since the organization has an Indiana business license, the organization's name would be considered the name that is listed on the organization's Indiana business license. If an organization that has an incorporated name and a dba name would like to use their dba name, the organization would need to include the dba on their Indiana license (certificate of assumed name, certificate of authority, sole proprietorship documentation, etc.)

### Question #2

After reviewing the SES Policies & Procedures-Revised Oct. 2010, I noticed that Subpart G: Appendices is listed but not included in the paperwork. I checked the document again online and still found the section missing (last page is #75).

### Answer #2

Subpart G of IDOE's SES Policies and Procedures is the Appendix of the document. Any appendix item can be accessed by viewing the online version of the policies, scrolling to page 75, and then clicking on any appendix item (although the titles are not shaded or in a different text color, each appendix item is a hyperlink that can be clicked on and opened for viewing).

### Question #3

In the application to become an SES provider, we are asked to show proof of financial stability. We are a private college that has been in existence since 1972, and we now want to also become an SES provider. Would our federal 990 forms from prior years be sufficient to prove our financial stability?

### Answer #3

*This question is related to Part Three, Section III, Question #3 of the application.*

School corporations, political subdivisions, state-supported higher education institutions, and other state agencies are exempt from the requirement to complete Part Three Section III of the application (i.e., this exemption is only for Part Three Section III of the application). If your institution/organization falls into one of these categories, you will not need to complete Part Three Section III of the application (i.e., this exemption is only for Part Three Section III of the application).

However, any established organization (in operation for two or more years) that does not fall into one of the exempt categories described above, must provide either its most recent audited financial statement, or financial letters of credit, or tax returns for the last two years in response to Question #3 (note: any new organization in operation for less than two years would answer Part Three, Section III, Question #4 instead of Question #3).

### Question #4

In order to make application, does one have to have their business license first? I am applying for my license but I don't want to pay for a license and then not receive approval to become a provider.

### Answer #4

Part Three Section III Question #1 in the application states that applications for business licenses, Certificates of authority, sole proprietorship, 501c3 status etc. will not be accepted. Therefore, applicants will need to have documentation of their legal status with respect to conducting business in Indiana before submitting their application.

### Question #5

If an SES provider was removed by the state of Indiana and waited the necessary time to reapply, what is the criteria that needs to be met for approval?

### Answer #5

If the appropriate timeframe for the provider's removal from the provider list has been met and the provider is eligible to apply for the 2011-2012 school year, the provider would simply need to complete IDOE's 2011-2012 SES Provider application like all other applicants interested in providing SES during the 2011-2012 school year. If the application were to be approved, the organization would be placed on Indiana's 2011-2012 SES Provider list. However, if the application was not approved, the organization would remain removed from the provider list.